

Coast Guard Headquarters – St. Elizabeth Deliveries / Installers / Service Personnel Delivery and Access Instructions

Effective August 1, 2013 the U.S. Coast Guard and certain offices of the Department of Homeland Security will have a new ship-to address as follows:

New Ship-To Address:

United States Coast Guard
2701 Martin Luther King Jr Ave SE
Gate 6, Building 50
Washington, DC 20032

This address is locally and more commonly known as the St. Elizabeths West Campus.

Vehicle Inspection Facility Location

To gain entrance to the new Coast Guard facility, deliveries and work trucks must first go to the Federal Protective Service Vehicle Inspection Facility located at:

**12th Street & C Street, SW
Washington D.C.**

The inspection of the vehicle will be conducted at the Federal Protective Service (FPS) Vehicle Inspection Facility, located at 12th Street & C Street, SW Washington D.C., adjacent to the 300 Block of 12th Street, SW, USDA Cotton Annex Building, 20407. This location is south of the 12 Street & Independence Avenue, SW intersection.

Note: The new access road is not yet mapped in GPS street maps.

Delivery Instructions

- 1) Go to the Vehicle Inspection Facility located at **12th Street & C Street, SW Washington D.C.**
- 2) All materials and product deliveries to the St. Elizabeths West Campus are required to pass through a security screening and inspection.
- 3) Once the vehicle has been inspected, a security officer will place a seal on the cargo box
- 4) The delivery vehicle should report immediately to Gate 6 of the St. Elizabeths West Campus

Gate 6 is located on the DHS Frontage Road (parallel to I-295) that intersects with Firth Sterling Avenue approximately ½ mile south of the Howard Road & Firth Sterling intersection. Drivers should follow the signs to the first left into Gate 6. Security Guards will provide further instruction from that point.

New High Security Facility Inspection Procedures

Effectively on July 29, 2013 all materials and product deliveries to the St. Elizabeths West Campus that are contained in box trucks, tractor trailers, contractors for drinking water, waste removal, food vendors, construction cargo, etc., are required to pass through a security screening and inspection prior to entering this high security facility.

12 September 2013

Coast Guard Headquarters – St. Elizabeth Deliveries / Installers / Service Personnel Delivery and Access Instructions

Dock space at Building 50 – US Coast Guard Headquarters is in high demand. Vendors and Service Personnel who are required to make a delivery or service call inside of Coast Guard Headquarters will be allowed to drop their deliveries / tools to the dock and then must immediately move their vehicle to an authorized parking location. No vehicles will be allowed to sit/park on the dock while making building deliveries or service calls. Security Officer will assist drivers on where to relocate vehicles to authorized parking.

Long Term Service and Delivery Personnel that will require Unescorted Access to the Building should be identified to Command Security and Safety along with a complete justification for why they require No Escort Access to the Building.

Hours of Operation

The hours of operation are: Monday – Friday from 0500hrs to 1700hrs. The facility phone number is (202) 205-5847.

Vehicle Size Restrictions

Vehicle size restrictions for deliveries specifically to US Coast Guard Headquarters (Building 50) are max 30 foot long single unit trucks and a 36 foot long roll-off-truck.

Cargo Seal *IMPORTANT*****

Once the vehicle has been inspected, a security officer will place a seal on the cargo box and the delivery vehicle should report immediately to Gate 6 of the St. Elizabeths West Campus. The security force is the only authorized element to break the seal. Upon arrival at the campus the seal will be validated and the seal can be broke by a security officer.

US Mail, FedEx, DHL, and UPS Pick-up and Delivery

Pick-up and deliveries of the US Mail, Federal Express, DHL and United Parcel Service will not be accepted at the St. Elizabeths campus. These deliveries will continue to be processed using the already established and operational DHS Remote Delivery Site.

Tim Wilkinson
Chief, Base National Capital Region Command Security and Safety

12 September 2013